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www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

Instructions for Fingerprinting in Indiana Department of Child Services

AGENCY PERSONNEL-PRIOR TO DISTRUBUTING THIS FORM TO FINGERPRINT APPLICANTS, CUSTOMIZE THE BLANKS WITH YOUR AGENCY’S INFORMATON PER THE INSTRUCTIONS ON THE VERY LAST PAGE BELOW.

Follow the simple steps outlined below to complete the fingerprinting process for **Volunteer/unpaid intern for an agency or contractor**. **These are not the instructions for volunteers/unpaid interns working in a local DCS office.**

1. Using your computer web browser, go to <http://www.identogo.com>. If at all possible you should have the volunteer sitting at your desk while you complete the online registration.
2. If registering online is absolutely impossible, you may call us toll-free at (877) 472-6917 to schedule an appointment. Be ready to answer the following questions as indicated below.
3. On the *Welcome Screen* click on the “State of Indiana” on the map or choose “Indiana” from the drop down box and click “go”
4. Click “Online Scheduling”
5. Choose the language you wish to use for scheduling (*English or Spanish*)
6. Under New Appointment enter the applicant’s first and last name as it appears on the State Issued I.D. (if they do not register with this name it will be changed prior to printing being completed) and click “go”
7. *Select the State Agency or License/Permit category that you are being printed for.* Choose the **Department of Child Services (DCS)** as your Agency Name from the drop down box and click “go”.
8. *Why are you being Fingerprinted? Please select the Applicant Type from the Drop Down Box.* Choose “**Volunteer**” in the drop down box and click “go”
9. *Are you working with:* Choose “Facility or Agency” in the drop down box and click go
10. *Select the Facility or Agency that you are working with?* Choose “_____” from the drop down box and click go

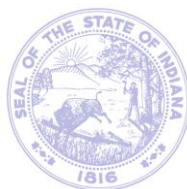


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11. *Enter the agency/ county personnel you are working with.* Type this name in the blank “_____” and click go.
12. *Enter the agency/ county you are working with.* Type _____ in the blank and click go.
13. *Telephone number of agency/county you are working with:* Type the phone number of the person named above in question #11. The phone number is _____.
14. *Have you ever been convicted of a crime?* This is any crime regardless of how small or how long ago. Click “**Yes**” or “**No**” If you indicate yes provide all four parts of requested information for each conviction.
15. Select the location where you want to be fingerprinted. You may choose by entering a zip code, clicking on the picture of the map or by choosing a region of the state from the drop down box to get a list of locations in a specific area. Once you location has been chosen click “go”
16. Click on the words “**Click to Schedule**” across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the “**Next Week>>**” link to display more dates. Once you select the location/date combination, select the time for your appointment and click “go”.
17. Complete the demographic information page. Required fields are indicated by a red asterisk (*). Please be aware that the e-mail address requested is the applicant’s personal e-mail address. All information will automatically be sent to _____ since that is the agency you choose and the personal e-mail of the applicant is used to provide a copy of notice to the applicant also. When complete, click “Send Information”
18. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click “Send Information”.
19. You will be presented with payment options. Your agency **MAY** have an escrow account to pay for these prints, if the agency wishes to use this account for this cost, the code will be provided to you. Agency billing code is _____. Complete your payment process and click “Send Payment Information”.
20. Print your confirmation page. If the applicant provided a personal email address on the demographic information page, the applicant will receive an email confirmation as well.
21. Bring a current government issued picture ID, such as a state driver’s license or state issued Identification Card, with you to your appointment. If you do not have a current government issued picture ID, your employer should contact the background check unit for prior going to this printing appointment for authorization. Without prior authorization you cannot be printed.
22. Arrive at the facility at your appointed date and time.
23. The Enrollment Officer at the site will check you ID, verify your information (If the name or DOB that you entered at registration does not match that on the ID, expect the enrollment officer to change to match the ID), verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
24. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.
25. All results will be processed and delivered to Department of Child Services for processing. The fingerprinting agency is never in possession of criminal record data results.



26. Within 15 working days the results will be e-mailed to the contact person at _____ and if a personal e-mail address was also provided during the registration process a copy of that notice will also be e-mailed to that e-mail address.
27. All questions should be directed to your supervisor at _____.



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Instructions

This form is made to simply tab to the next blank and type the information that is appropriate and print off and give to the applicant to use during the L-1 registration process

Blanks in Question 10, Question 12, Question 17, Question 26 and Question 27: Type in the name of your agency exactly as it appears in the drop down box on L-1 registration site.

Question 11: Type the first and last name of the person's supervisor

Question 13: Type the phone number of the person listed in question 11

Question 19: If the agency will be paying for the print cost and the agency has an escrow account with L-1 provide billing code.



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